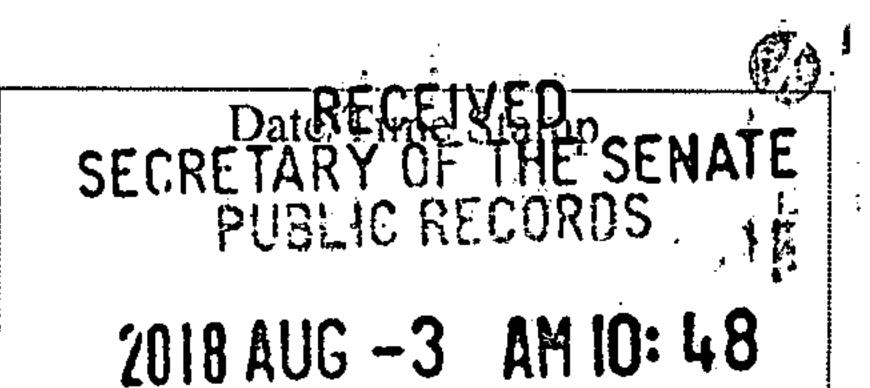
COVER SHEET FOR AMENDMENT OF POST-TRAVEL SUBMISSION



Instructions: Use this form as a cover sheet for any paperwork you may need to submit to the Office of Public Records in order to make your Privately Sponsored Post-Travel Submission complete in accordance with Rule 35. Only complete this form if you need to submit an amendment to a post-travel filing you have already submitted.

SUBMIT DIRECTLY TO THE OFFICE OF PUBLIC RECORDS IN 232 HART BUILDING

Name of Traveler: Robert Duncar
Employing Office/Committee: Secretary for the Majority
Travel Expenses Paid by (List all sources): Longiession Institute
Travel Date(s): January 31st - February 1st, 2018
Description/Title of Attached Forms: Final Pre-travel Authorization form, Trip
invitation, final private sponsor travel certification form, final
ithverary
Purpose of Amendment (describe the reason for amending original submission): To sabmit 14e
final version of the attached forms

8-3-/8 (Date)

(Signature of Traveler)

<u>Pre-Travel Filing Instructions</u>: Complete and submit this form at least 30 days prior to the travel departure date to the <u>Select Committee on Ethics</u> in <u>SH-220</u>. Incomplete and late travel submissions will <u>not</u> be considered or approved. This form <u>must</u> be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

ETHIC	Date/Time Stamp:	

Form RE-1

Name of Traveler:	Robert Duncan
Employing Office/Committee:	Secretary for the Majority
Private Sponsor(s) (list all): Congressional Ins	stitute
January 31st, 2018, February Travel date(s):	y 1st, 2018
Note: If you plan to extend the trip for an	y reason you <u>must</u> notify the Committee.
Destination(s): The Greenbrier, White Sulfu	r Springs, WV
Explain how this trip is specifically connected to	the traveler's official or representational duties:
My main job is the Assistant Society the Genete Hours. Attending this he Mypsity will prositize, such meet these lands	cussion of items that may alist in the upinning seg etasy for the Majosity is to help a diamed legislation anterence ullows me to be informed on the issues of that I can substantively advise the smate on a while navigating senate rules and Procedure
Name of cooperation for its and the circular	N/A
Name of accompanying family member (if any):_ Relationship to Employee:	
12/20/17 (Date)	And Area (E.)
12/20/17 (Date)	(Signature of Employee)
TO BE COMPLETED BY SUPERVISING SENATOR	R/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arr
TO BE COMPLETED BY SUPERVISING SENATOR	R/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Amand Chaplain):
	R/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Am
TO BE COMPLETED BY SUPERVISING SENATOR Secretary for the Majority, Secretary for the Minority, a land of the Minority of the M	R/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arand Chaplain): hereby authorize
TO BE COMPLETED BY SUPERVISING SENATOR Secretary for the Majority, Secretary for the Minority, a l, (Print Senator's/Officer's Name) an employee under my direct supervision, to accept related expenses for travel to the event described a	R/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arand Chaplain): hereby authorize
TO BE COMPLETED BY SUPERVISING SENATOR Secretary for the Majority, Secretary for the Minority, a l, (Print Senator's/Officer's Name) an employee under my direct supervision, to accept related expenses for travel to the event described a	R/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Argand Chaplain): hereby authorize
TO BE COMPLETED BY SUPERVISING SENATOR Secretary for the Majority, Secretary for the Minority, a l, Daylor (Print Senator's/Officer's Name) an employee under my direct supervision, to accept related expenses for travel to the event described a duties as a Senate employee or an officeholder, and private gain.	R/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arrand Chaplain): hereby authorize
TO BE COMPLETED BY SUPERVISING SENATOR Secretary for the Majority, Secretary for the Minority, a l, Daylor (Print Senator's/Officer's Name) an employee under my direct supervision, to accept related expenses for travel to the event described a duties as a Senate employee or an officeholder, and private gain.	R/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Anand Chaplain): hereby authorize
TO BE COMPLETED BY SUPERVISING SENATOR Secretary for the Majority, Secretary for the Minority, a l, (Print Senator's/Officer's Name) an employee under my direct supervision, to accept related expenses for travel to the event described a duties as a Senate employee or an officeholder, and private gain. I have also determined that the attendance of the entire secretary for the Minority, and the secretary for the Minority for the M	R/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arrand Chaplain): hereby authorize

Duncan, Robert (Rep-Secretary)

From:

Congressional Institute <rsvp@conginst.org>

Sent:

Thursday, December 21, 2017 10:35 AM

To:

Duncan, Robert (Rep-Secretary)

Subject:

House & Senate Republican Member Conference: Registration

House & Senate Republican Member Conference Wednesday, January 31, 2018 -Thursday, February 1, 2018 The Greenbrier



PLEASE NOTE: TRAVELER FORMS ARE DUE TO ETHICS ON MONDAY, JANUARY, 1, 2018!!!

Dear Robert,

The Congressional Institute is once again honored to host the annual House & Senate Republican Member Conference, from Wednesday, January 31, 2018, through Thursday, February 1, 2018, at the The Greenbrier in White Sulphur Springs, West Virginia. We are developing a robust conference program with informative guest speakers and productive working sessions. This conference is designed to strengthen professional relationships, educate attendees on policy issues and best practices, and encourage productive conversations with House & Senate colleagues.

Packet pickup will be held on Tuesday, January 30, 2018, on the Hill. Luggage drop will occur from 7:15 AM to 7:45 AM on Wednesday, January 31, 2018. To maximize working time, we will depart the Capitol Steps at 8:00 AM on Wednesday, January 31, 2018, via group transportation. The bicameral portion of the conference will tenatively conclude at 4:30 PM on Thursday, February 1, 2018. The group will depart the hotel by bus and return to the Capitol Steps at approximately 8:30 PM. The House will continue in session through Friday, February 2, 2018.

To Register:

Step 1: Submit Ethics Packet by Monday, January 1, 2018

To comply with Ethics rules, you need pre-authorization from the Select Committee on Ethics. Download a copy of the Institute's <u>Private Sponsor Travel Certification</u> Form and submit it with your completed Traveler Form by Monday, January 1, 2018, to the Select Committee on Ethics.

Failure to do so means we will be unable to cover the cost of your attendance and you would need to cover the cost personally.

Additionally, you must file a travel disclosure statement with the Office of Public Records within 30 days of your return.

Step 2: Register with the Congressional Institute

The Congressional Institute will coordinate all logistical arrangements, including room reservations, meals, group transportation, meetings and other activities during the conference. The Institute will cover the cost of participation for each staff member and spouse. You are welcome to bring your children, though you will be responsible for the costs of their participation. All reservations must be made through the Institute.

To Register:

Register for House & Senate Republican

Member Conference

Email Address: Robert_Duncan@rep-secretary.senate.gov

Access Code: MUtN9TssRN

If you are unable to attend, please use the following link to decline this invitation.

We understand your registration is tentative pending Ethics approval. More information on the program and activities at the conference will be sent to you in future mailings. Also, please review our <u>Frequently Asked Questions</u>. In the meantime, if you have any questions, special concerns, or need additional information, please call 703-837-8812 or email rsvp@conginst.org. We look forward to seeing you at The Greenbrier!

Sincerely, Mark Strand, President The Congressional Institute (703) 837-8812 - Office strand@conginst.org

Sign up for the Congressional Institute's e-newsletter!

If you are not the correct contact for this office, please reply to this email with the updated contact information instead of unsubscribing.

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should NOT submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee MUST also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1.	Sponsor(s) of the trip (please list all sponsors): Congressional Institute
2.	Description of the trip: An educational policy conference to examine important issues with policy
	experts and Members of the House and Senate.
3.	Dates of travel: January 31 - February 2, 2018
4.	Place of travel: White Sulphur Springs, WV
5.	Name and title of Senate invitees: See Attached List
6.	I certify that the trip fits one of the following categories:
	(A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee at any point throughout the trip.
	(B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (see question 9).
7.	I certify that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
	I certify that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8.	I certify that:
	The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for de minimis lobbyist involvement.
	The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (see question 9).

9.	USE ONLY IF YOU CHECKED QUESTION 6(B) I certify that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:
	(A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee on any segment of the trip.
	(B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee on any segment of the trip (see questions 6 and 10).
	(C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee at any point throughout the trip.
10.	USE ONLY IF YOU CHECKED QUESTION 9(B) If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:
11.	An itinerary for the trip is attached to this form. I certify that the attached itinerary is a detailed (hourby-hour), complete, and final itinerary for the trip.
12.	Briefly describe the role of each sponsor in organizing and conducting the trip:
	The Congressional Institute is the sole organizer and conductor of this event.
13.	Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:
	The purpose of the Congressional Institute (a 501(c)4 organization) is to promote
	public education about Congress and to hold educational conferences for Members
	of Congress, staff and others.
14.	Briefly describe each sponsor's prior history of sponsoring congressional trips:
	The Congressional Institute has a long history of sponsoring educational conferences
	for Members of Congress and staff. The Institute also sponsors retreats for Chiefs
	of Staff and Legislative and Communication Directors.

15.	5. Briefly describe the educational activities performed by each sponsor (other than sponsoring congression trips): The Institute conducts important research projects consistent with its mission and develops resources such as a House Floor Procedures Manual and the book Surviving			oring congressional	
				ınd	
				rviving	
	Inside Congress. The	institute also mana	ges the Congressio	nal Art Competition	
16.	Total Expenses for Each	h Participant:			
		Transportation Expenses	Lodging Expenses		Other Expenses
					ing and also provided by the second of the s
	Good Faith estimate	\$267	\$93 + tax	\$64	\$223 Facility Rental
	Actual Amounts	Spouse (if applicable): \$267	Spouse (if applicable): \$0	Spouse (if applicable):\$64	Spouse (if applicable):: \$157 Facility Rental
17. State whether a) the trip involves an event that is arranged or organized without regard to congressional participation:					
	This event is arranged	and organized spe	cificially with regard	d to congressional	<u> </u>
	participation.	· · · · · · · · · · · · · · · · · · ·		, <u>, , , , , , , , , , , , , , , , , , </u>	
18.	Reason for selecting the	location of the event	or trip		
	Relative proximity to \	Nashington DC and	capability to handle	e a large event and	
	the associated securit	y that accompanies	it.	<u> </u>	· · · · · · · · · · · · · · · · · · ·
1 9 .	Name and location of ho	otel or other lodging f	acility:		
	The Greenbrier, 300 W	Main St, White Sul	phur Springs, WV 2	4986	· · · · · · · · · · · · · · · · · · · _ · · · _ · · · _ ·
20.	Reason(s) for selecting	notel or other lodging	facility:		
	Proximity to DC, facili	ty size, Security and	d availability		
		<u> </u>		· · · · · · · · · · · · · · · · · · ·	<u> </u>

1.	Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:
	Lodging: Per Diem: \$93 vs. Our room rate: \$93
	Meals: Per Diem (2 half days): \$76.50 vs. our meal costs: \$64
2.	Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:
	Atendees will travel via charter coach-class train to the Greenbrier and by bus on
	the return trip.
•	I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).
	List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:
	N/A
	I hereby certify that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you must include a complete signature page for each additional sponsor): Signature of Travel Sponsor:
	Name and Title: Mark Strand, President
	Name of Organization: Congressional Institute
	Address: 1700 Diagonal Road #730, Alexandria, VA 22314
	Telephone Number: 703-837-8812
	Fax Number: 703-837-8817
	E-mail Address: Strand@conginst.org



Congress of Tomorrow – House and Senate Republican Conference White Sulphur Springs, West Virginia

Wednesday, January 31, 2018

7:15-7:45 AM	Senate Luggage Drop Your luggage will be transported separately to the hotel and	SD-G50 (Near NW Entrance) delivered to your room.	
8:00 AM	Senate Buses Depart for Train	Capitol Steps: Senate Side	
3:30 PM	Train arrives		
4:00 PM Conference Begins Welcome and Opening Remarks: Mark Strand, President, Cong Introduction Representative Evan Jenkins Greeting: Governor Jim Justice of West Virginia Kickoff by GOP Chairs Cathy McMorris Rodgers and John Thu			
4:30-5:30PM	2018: A Big Vision for America Moderator: Mark Strand Speaker of the House Paul Ryan Senate Majority Leader Mitch McConnell Topic: Tax reform and the effect on economy; opportunity for	or Q&A with audience.	
5:30 - 6:30 PM	Senate Meeting Moderator: Former Senator Mike Johanns Topic: Agenda priorities and strategies. Discussion and Q&A of key policy issues in 2018.		
6:30	Reception		
7:00 — 9:00	Dinner Welcome, Mark Strand, President of the Congressional Instit National Anthem sung by the Velvet Melody Prayer: Introduction of Keynote Speaker: Majority Leader Mitch Mc Keynote Speaker: The Vice-President of the United States, M Topic: The President's State of the Union Address and what	Connell/Speaker Paul Ryan like Pence	

^{**}All invitees are subject to change**

Thursday, February 1, 2018

7:00 AM

Religious Services

(Optional)

Catholic Mass

Fr. Patrick J. Conroy, Chaplain of the House

Bible Study

Faith and Law Study group, Os Guinness and Rep. Randy Hultgren

8:00 AM - 10:00

Working Breakfast

Introduction: Chairman of the House Committee on Armed Services Mac Thornberry and

Chairman of the Senate Foreign Relations Committee

Keynote Speaker: Secretary of Defense Jim Mattis and Secretary of State Rex Tillerson

Topic: A tour of the globe from the perspective of America's defenders

10:00 AM - 11:00

Joint Session: Repairing and Rebuilding America's Infrastructure

Working Session with Presentations and Q&A

Moderator: Chairman John Thune.

Speaker Secretary of Transportation, the Honorable Elaine L. Chao

National Chief Economic Advisor Gary Cohn, Chairman Bill Shuster, Chairman John Barrasso

Topic: Improving the government's response to our infrastructure needs and discussion on the

President's infrastructure proposal

11:00 - 12:00

Joint Session: Workforce Development

Working Session with Presentations and Q&A

Moderator: Chairman. Mike Conaway

Discussion: Tarren Bragdon, Foundation for Government Accountability, Kay Coles James,

President of the Heritage Foundation

Topic: Looking for ways to encourage able-bodied people to get back into the workforce

12:00-2:00

Lunch: The President of the United States

Announcement: Mark Strand

Prayer: House Chaplain Father Patrick J. Conroy

Introduction: The Speaker of the House and the Majority Leader of the Senate Keynote Speaker: The 45th President of the United States Donald Trump

Topic: Making America Great Again in 2018

2:15 - 3:15

Joint Session: Government Reform

Working Session with Presentations and Q&A

Moderator: Rep. Doug Collins

Speakers: Doug Holtz-Eakin, President American Action Forum

Chairman Steve Womack,

Senator Roy Blunt

Topic: Reforming the budget process particularly as it focuses on appropriations bills

SENATE DEPARTS

All invitees are subject to change